

Chief, Management Staff

27 September 1956

Chief, Records Management Staff

Weekly Report - Week Ending 26 September 1956

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1. Two new employees, Miss [REDACTED] entered on duty.

2. In cooperation with the Area Records Officer, OCR savings of \$620 annually have been effected by revising a requisition for file folders used by the Biographic Register Division.

3. Four employee suggestions were evaluated.

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4. Messrs. [REDACTED] received 32 and 20 hours of on the job training respectively.

5. The Records Disposition Survey in OCR is about 40 per cent complete.

6. To date we have inventoried over ten thousand cubic feet of records.

7. Seventeen new and revised forms were completed. The work load on hand consists of requests for 20 revised and new forms.

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Mgt/S/Rms [REDACTED] (27 September 1956)

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